

FY 2003 Library Services and Technology Act Grant Program Handbook

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Dear Colleagues:

I am pleased to announce a new round of LSTA grant opportunities for 2003! This is an exciting way to begin our new LSTA Five-Year Plan for Michigan, and to begin the second five-year authorization period of the Library Services and Technology Act. Based on our extensive evaluations of the first five years of the program, we have made some changes and incorporated new ideas into this year's grant program.

One of the strongest pieces of feedback from our evaluations was that the statewide programs have been well received and very beneficial to library service in Michigan. In fact, the overwhelming majority of you indicated that statewide projects such as the Michigan eLibrary (MeL) and the ATLAS statewide resource sharing initiative were excellent uses of LSTA funds.

We are happy to be able to support statewide projects as well as continue to contribute to innovative local projects from which others may learn and benefit. We have a funding area called "Collaboration and Partnership" in which we are looking for innovative collaborative pilot projects of various types. This category should encourage creative applications that bring quality service to meet local needs.

Two funding areas will support preparation for the ATLAS statewide resource sharing initiative that is in process of becoming a reality. The first, "ATLAS Preparedness," offers several scenarios for preparing the way for automated systems to interoperate in order to facilitate the future of statewide resource sharing. The second is an incentive "mini-grant" funding area that assists with projects that will provide valuable resources in digital formats so that they may be found via a statewide search. These two categories will propel our state into a new era of resource sharing and digitization.

There are many opportunities presented within this grant program and we invite you to take advantage of this funding for projects that will be of benefit to your community. It is my hope to realize the dream of high quality statewide library service by extending both statewide and individual LSTA funding into areas that will make this a reality.

Christie Pearson Brandau



State Librarian
Library of Michigan

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I. OVERVIEW

This grant program was developed by the Library of Michigan to distribute federal library funding received under the Library Services and Technology Act (LSTA) of 1996. Through the legislation, the Institute of Museum and Library Services, an independent federal agency, provides grants to State Library Agencies. The Institute of Museum and Library Services (IMLS) was established by an act of Congress in 1996 to improve and support library, museum, and information services. These grants may be used to support statewide initiatives and service, or they may be distributed through competitive grant programs.

The Library Services and Technology Act outlines two broad priorities for funding. They are:

- √ to encourage activities that use technology for information sharing among libraries and between libraries and other community services;
- √ to support programs that make library resources more accessible to urban and rural localities, low-income residents, and others who have difficulty using library services.

Each state has a five-year plan outlining its LSTA program. Michigan's plan reflects support of the federal goals for improving library services. Specific state goals have been identified in the ***Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007***, published by the Library of Michigan. The Five-Year Plan for Michigan is a living document that employs continuous assessment by emphasizing annual Funding Areas. These Funding Areas reflect a commitment to both the long-range goals articulated in the Five-Year Plan and to annual LSTA programmatic and service goals.

For FY 2003, LSTA Funds will be used in support of statewide projects and for competitive grant projects. Funding areas for the FY 2003 competitive grants are explained on the next page.

Please note: Grant Applications are available in *Appendix G* and *Appendix H*.

II. COMPETITIVE GRANT FUNDING AREAS

Funding Area: Collaboration and Partnership

Minimum Grant Award: \$5,000

Required Local Financial Match: 20%

This funding area is intended to assist Michigan libraries in pioneering innovative services with collaborative partners and in sharing the knowledge learned from partnerships with other libraries. Grants may be awarded to meet the increased demand for information and library services by identifying partnerships and encouraging resource sharing. Funding also may be used to support demonstration and project sharing activities.

The goal of this funding area is to foster a partnership among various types of libraries and non-library agencies. Grant applications must include a partnership that consists of at least one public library and one or more academic, school, special or institution libraries or non-library agencies.

Examples of possible projects include:

- Advertising, marketing or outreach to promote public awareness of services provided by libraries in partnership with other community organizations;
- After school programs in cooperation with a community agency;
- Community intergenerational programs;
- Community Internet training programs;
- Community literacy programs;
- Community network development;
- Community surveys or studies related to information and library services;
- Programs or services that enhance the benefit of partnering libraries and museums together.

Projects should not include upgrades to current hardware and software or obsolete media, such as 16 mm films. Requests to fund general library operations will not be granted.

The required local financial match must be in cash from any source other than LSTA. In-kind contributions do not qualify as a local financial match. Grant awards will be reimbursed at 80 percent of the project cost to ensure that matching funds will pay the balance of the project cost. For example, if the total project cost is \$20,000, the grantee will be reimbursed for \$16,000 of expenses under the grant.

Please note: The intention of the LSTA program is to provide expanded services and resources to the residents of Michigan. Therefore, it is important that libraries share the products of their projects on a widespread basis.

Funding Area:	<u>ATLAS Preparedness</u>
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested amount)

The Action Team for Library Advancement Statewide (ATLAS) has been working with the Library of Michigan on the design of a statewide information delivery service which will link all Michigan residents to the information they need, when they need it, where they need it, and in the format they desire. Components of the system will include electronic delivery of full-text and digitized resources, as well as physical delivery of items not available electronically. An easy-to-use finding tool will point to the valuable resources found in Michigan libraries, on the Web, and in other collections, and it will provide the means to access and use these resources.

The ATLAS Preparedness grants will assist Michigan libraries in their readiness efforts toward the goal of participating in the new statewide resource sharing system. The future statewide resource sharing system will be based on standards-compliant integrated library systems (please see *Appendix B, Glossary* for further definition). Preparedness grants will help libraries acquire or participate in automated systems that will function with the following standards and protocols: the ANSI/NISO Z39.50 standard for information retrieval; the ISO ILL standards 10160/10161 for interlibrary loan functions; and the NISO Circulation Interchange Protocol (NCIP).

Grants for ATLAS Preparedness will be a multi-year effort. During the first year, grant funding will concentrate on shared system upgrades, migration from non-compliant to compliant shared systems, new participation in shared systems by non-automated libraries, and planning for participation in ATLAS. The same categories will be funded for the next several years. After the Request for Information (RFI) process is completed and a vendor is selected for the state, an additional funding category will be implemented for participation in the newly selected statewide resource sharing system.

For further information on the ATLAS project, see <http://www.accessmichigan.lib.mi.us/atlas/>.

Please see *Appendix B, Glossary* for definitions. Information on applicable standards and protocols also can be found at the following URLs:

Z39.50 - <http://www.cni.org/pub/NISO/docs/Z39.50-brochure/50.brochure.part01.html>

Bath Profile - <http://www.nlc-bnc.ca/bath/bath-e.htm>

ISO ILL - <http://www.nlc-bnc.ca/iso/ill/standard.htm>

NCIP - http://www.niso.org/committees/committee_at.html

Please note: Currently, many integrated library systems are not fully compliant with all of these standards; however, when selecting upgrades and new systems, libraries should seek vendors that have demonstrated progress with these standards and should require delivery of and compliance with these standards as part of the contract language.

ATLAS Preparedness grant proposals will be accepted in the following areas:

Upgrade of Shared Integrated Library System (ILS)

Grant Award:	Up to \$50,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested funds)

Users of a shared integrated library system (ILS) that is not yet ATLAS-compliant may request funding to secure compliance for their current shared ILS. Alternately, funds may be requested to migrate to another vendor's software solution if it offers a shared, ATLAS-compliant system. (*See Appendix B, Glossary for clarification of terms*).

Migration From Non-Compliant to Compliant Shared ILS

Grant Award:	Up to \$50,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested funds)

Users of systems that are not yet ATLAS-compliant may request funding to migrate their library to an existing ATLAS-compliant, shared ILS. Applicants may contact their Library Cooperative in order to identify options for a shared ILS that they may wish to join. ***A fee to the shared system host of \$5,000 for staff costs, etc., must be built into the budget of these grant proposals.*** (*See Appendix B, Glossary for clarification of terms*).

New Participation in Shared ILS by Non-Automated Library

Grant Award:	Up to \$50,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested funds)

Applications will be accepted from libraries that have no integrated library system who wish to join an existing shared ILS that is ATLAS-compliant. Applicants may contact their area Library Cooperative in order to identify options for a shared ILS that they may wish to join. ***A fee to the shared system host of \$5,000 for staff costs, etc., must be built into the budget of these grant proposals.*** (*See Appendix B, Glossary for clarification of terms*).

Please note: Libraries that currently contribute their holdings to a shared ILS online catalog may request LSTA funds in order to implement circulation and other functions of the shared ILS.

Cooperatives Assisting Member Libraries

Grant Award:	One Library Cooperative – up to \$75,000 Two Library Cooperatives – up to \$150,000 Three Library Cooperatives – up to \$225,000 (etcetera)
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested funds)

A Library Cooperative may submit a proposal to implement an ATLAS-compliant shared ILS for all or a subset of their member libraries. Furthermore, Library Cooperatives may join together to plan for ATLAS preparedness or to implement a shared ILS for their members.

A Library Cooperative also may apply on behalf of a subset of its members for the members to join into an existing ATLAS-compliant, shared ILS. ***A fee to the shared system host of \$5,000 for staff costs, etc., must be built into the budget of these grant proposals. (See Appendix B, Glossary for clarification of terms).***

A Library Cooperative or group of Cooperatives may submit a proposal for a resource sharing system that offers an “interim solution”. The interim solution could include a mix of ATLAS-compliant shared ILS, ATLAS-compliant stand-alone ILS, and non-ILS based resource sharing systems that rely on a union catalog of participating libraries’ holdings. Any such proposal must include a migration plan for libraries without ATLAS-compliant integrated library systems to move to ATLAS-compliant systems.

Please note: Costs for upgrades and migrations are to be met in part with local funds or in-kind support equivalent to 20% or more of the LSTA requested amount. Local ongoing support, or sustainability, is essential for a project to be funded. Such efforts should be well articulated in the grant proposal. Equally important will be the library’s articulation of the preparedness of their telecommunication network to handle these projects.

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Funding Area: Incentive Mini-Grants for Digitization

Grant Award: \$1,500

One goal of the ATLAS project is to prepare libraries to begin statewide digitization efforts. Incentive mini-grants of \$1500 are offered to libraries in support of this goal. These funds are to be used by libraries for participation in “the Making of Modern Michigan” (MMM), a project that will assist in the identification and digitization of materials relating to 19th and 20th century Michigan history. For a complete description of the project and its goals, please visit the website at: <http://mmm.lib.msu.edu>.

Please note: To facilitate and ease the application process, a special application form has been designed for this Funding Area. It is available in *Appendix H*.

These mini-grants are designed to defray expenses so that even the smallest libraries can embark on first-time digitization projects. Regional digitization centers will be established by the MMM project. These centers will house equipment and will have staffing expertise to assist libraries in their digitization efforts. In addition, training courses will be offered at the regional centers in the areas of copyright, standards, and access. Mini-grant awards will be contingent upon the applicant library’s commitment to send at least one staff member to a full-day basic training session held at one of the digitization centers. The training courses and pre-scheduled uses of the digitization centers will be at no cost to the user; however, grant funds may be used to offset the cost of travel and staff time involved with the digitization project and related training.

Digitized records will be housed and searchable via the MMM server. They also will be accessible via the ATLAS project portal once it is in place. In addition, libraries are encouraged to mount this data locally if possible.

Examples of materials to be considered for digitization include:

- ◆ Architectural drawings and building records;
- ◆ Cemetery records and obituaries;
- ◆ Vital records and other genealogical resources;
- ◆ Letters and manuscripts;
- ◆ Books;
- ◆ Photo collections;
- ◆ Audio and video recordings;
- ◆ Artifacts.

Grant funds may be used for the following:

- A) Travel expenses incurred for staff training and time spent at the regional digitization centers;
- B) Cost of basic equipment for digitization to be purchased and housed by the applicant library. Scanners and audio recording equipment for oral history work would be examples of eligible equipment. **Please note:** *These mini-grants are not intended for the purchase of computer workstations;*
- C) Cost of software used for digitization, such as image or sound manipulation software;
- D) Costs associated with the electronic hosting of digitized materials.

Mini-grant applications will be judged using the following criteria:

- Library's degree of commitment to undertake digital projects;
- Appropriateness of the material for digitization;
- Relationship of material to 19th and 20th century Michigan history;
- Balance of material type and content throughout the state;
- Local support and project sustainability;
- Library's commitment level to collaboration, evaluation, and use of standards and metadata for accessing digitized items;
- Articulated and compelling need for assistance.

III. ELIGIBILITY AND APPLICATION GUIDELINES

Eligibility

A. Who may apply?

This grant program is open to all libraries, as defined by the LSTA, that meet the following Library of Michigan criteria:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services; and
5. have a record of multitype library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan.

In addition, Library Cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISD), may apply on behalf of their members for a centrally-administered project that will benefit multiple library locations. A library system with multiple branches or a school district with more than one school library media center may choose to apply on behalf of an individual branch, selected branches, or the system as a whole. Non-profit associations or organizations that are committed primarily to the advancement of statewide library services also are eligible to apply for grant funds.

According to LSTA, Section 213, the term 'library' includes:

1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
 - a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - b. is not an integral part of an institution of higher education; and
5. a private library, or other special library, but only if the state in which the private or special library is located determines that the library should be considered a library for purposes of this subtitle.

NOTE: Charter school libraries are eligible within the public school category, if the charter school has been approved by the State of Michigan.

B. Application Due Date: Applications for competitive grants **must be received at the Library of Michigan by 5 PM, January 31, 2003** regardless of delivery method.

Application Guidelines

A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials or staff, or to support ongoing

activities.

B. Each proposal must clearly designate a single funding area; however, a library may apply in more than one funding area and may submit more than one application within a funding area.

C. The total amount requested must meet or exceed the minimum grant award amount established for the funding area.

D. The intention of the LSTA program is to provide expanded services and resources to the residents of Michigan. Therefore, it is important that libraries share the products of their projects on a widespread basis.

E. Collaboration among libraries and with community agencies that benefit individuals in the community is strongly encouraged. In writing the grant proposal, a single eligible applicant library and a grant administrator from the applicant library must be clearly designated.

F. Grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project.

G. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

H. Locations for all LSTA funded items must be clearly specified in the application.

I. Each grant proposal must:

1. include one original and six copies;
2. be submitted as single-sided documents;
3. have consecutive page numbers;
4. be typed or computer generated; and
5. be submitted in typewriter font size not more than ten characters per inch and computer font size not less than twelve point.

J. All proposals (copies and originals) become the property of the Library of Michigan and cannot be returned.

K. The applicant library must notify the Library of Michigan in writing if changes are made in key personnel.

IV. GRANT APPLICATION: STEP-BY-STEP INSTRUCTIONS AND REQUIRED ELEMENTS FOR FUNDING AREAS, *COLLABORATION AND PARTNERSHIP* AND *ATLAS PREPAREDNESS*

A. Identification: Complete this section in its entirety. Select a Funding Area designation and include the Project Title. The “Total Project Cost” should equal the value of “LSTA Funds,” plus “Local Cash Match.” For projects with a Funding Area designation of “Collaboration and Partnership,” a cash match of 20% is required. Therefore, if the total cost of a project is \$10,000, the Cash Match would be \$2,000, the LSTA Funds would \$8,000, and the Total Project Cost would be \$10,000. (*Incentive Mini-Grants for Digitization should refer to the separate application and instructions*).

Also include and complete the following basic information: applicant library name and address; URL (if applicable); U.S. Congressional and Michigan Senate and House Districts; type of library; eligibility checklist; and estimated number of persons to be served by the project. This number should reflect the number of persons who actually use the services under the project or who benefit directly from the services.

B. Project Administration: Include information about the fiscal agency, fiscal agency’s year end, fiscal agent, grant administrator, and authorized official. See *Glossary, Appendix B* for definition of terms.

C. Abstract: The abstract presents in summary form the major components of the proposal, including the target population’s need for the project, the project goal(s), and the project description and activities. The abstract must be fully contained in the space provided on the application form.

D. Federal LSTA Principle Purpose: Identify the principle purpose that the project most closely fits.

E. LSTA Goals for Michigan: Identify the goal that the project most closely works to achieve.

F. Narrative: Include all of the following:

1. **Relationship to Federal LSTA Goals** - Describe how the project meets the goals of the Library Services and Technology Act. Refer to *Appendix F*.
2. **Relationship to LSTA Five Year Plan for Michigan** - Describe the relationship of the project to the Library of Michigan LSTA Five-Year Plan. Describe how the project will contribute toward Michigan’s progress in achieving the stated goal(s).
3. **Project need** - Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology related, include a description of the current technology, the technology related needs and the longer term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.
4. **Multitype cooperation and resource sharing** - Describe the established history of

resource sharing and cooperation with other libraries and/or community agencies.

Describe the collaborative activities of the proposed project and the contributions of each project partner.

5. **Goals and objectives** - Describe the goal(s) and objective(s) of the project, and clearly relate them to the identified needs. These objectives also will be listed with their associated activities and budgets (see G below).

6. **Local resources** - Explain the local resources that will be used to assist with the project, such as funding, outreach, or technical support.

7. **Continuation and sustainability** - Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.

8. **Awareness** - Describe how the target population will be made aware of the improved library service.

G. Project Objective(s), Activities, and Budget:

1. **Describe the objective(s) of the project.** Include as many objectives as you wish. Use a separate page for each objective. Each objective should be measurable and specific.

2. **Describe the activities that will achieve the stated objective** and how they will be implemented. For example, identify types of programs to be provided or library materials to be purchased. Include a description of all activities listed in the project budget.

3. **Budget for the Objective:** Identify a budget category from the list below and provide supporting calculations. Each expense must relate to a project activity.

Budget Category Definitions

a. **Communications:** Telephone billings, telecommunication charges, and other communications expenses.

b. **Library Materials and Supplies:** Materials and supplies necessary to carry out the grant project. Includes library materials such as books, catalog cards, CD-ROMs, films, microfiche, microfilm, periodicals, videos, and office items such as copy paper, letterhead, and postage. Subscriptions for no more than twelve months may extend beyond the grant period if ordered and paid for before the expenditure deadline.

c. **Professional Services and Costs:** Includes consultant fees, professional fees, and staff costs, other than those specifically related to another budget category. Includes travel, meals, and lodging when expended in direct support of project objectives not related to outreach, promotion, technology or training. Professional costs related to promotional activities and outreach, technology, or training should be designated in those budget categories.

d. **Promotion and Outreach:** All costs related to promotion of the project and outreach, including advertising, design fees, printing, publishing, and travel costs. Includes costs of promotional items to make the target population aware of the improved library service.

e. **Technology:** Costs of technology including hardware, software, supplies, and furnishings that are integral to the project. Also includes the costs for consultant fees, delivery, installation, and maintenance of hardware, software, and other

technology related expenses. Maintenance contracts for no more than 12 months may extend beyond the grant period, if ordered and paid for before the expenditure deadline.

f. **Training:** Includes project-related training costs such as wages, professional fees, administrative costs, preparation and printing of training materials and supplies. Includes travel, meals, and lodging when expended in direct support of project's training objectives.

g. **Miscellaneous:** Unusual or hard-to-classify items. Provide specific details for any expenses listed in this category.

h. **The following items are not eligible for reimbursement:**

- ◆ Food and beverages provided at workshops, meetings, or open houses;
- ◆ Fringe benefits;
- ◆ Payroll taxes;
- ◆ Photocopiers;
- ◆ Sales tax;
- ◆ Transportation equipment;
- ◆ Overhead and indirect costs.

H. **Summary In-Kind Support:** In this section, describe any activities associated with in-kind support of the project, the budget category to which these activities primarily relate, and the monetary equivalent assigned to these activities.

I. **Summary Budget:** Total all project objective budgets by budget categories. The Funding Area "Collaboration and Partnership" requires a 20% Local Financial Match. Therefore, this column should equal 20% of the Total Project Cost, and the LSTA Funds should equal 80% of the Total Project Cost. The total for "LSTA Funds" in the summary budget must equal the total amount requested for the project.

J. **Timeline:** Include a step-by-step chronological list of all project activities. Include evaluation activities in the timeline.

K. **Evaluation:** Project evaluation is a required activity, critical to assessing the impact of a project. The Institute of Museum and Library Services utilizes Outcome Based Evaluation (see *Appendix B, Glossary* for further definition). Indicate how the project will be evaluated and the project's method of evaluation. The evaluation plan must include:

1. a description of what is to be measured;
2. data collection methodology;
3. target benchmarks used to determine success; and
4. a plan to share evaluation results.

L. **Project Partners:** List all agencies actively collaborating in and contributing to the project.

M. **Board Resolution Statement of Assurances:** Complete the form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA Grant Guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library

service purposes; and

4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

See *Appendix E, Checklist for Grant Application* before sending in the completed application package.

V. GRANT APPLICATION: STEP-BY-STEP INSTRUCTIONS AND REQUIRED ELEMENTS FOR FUNDING AREA, *INCENTIVE MINI-GRANTS FOR DIGITIZATION*

A. Project Administration: Enter the name and address of the library that is making the grant proposal (if multiple libraries are partnering on this project, the lead partner should be entered here). Check the box for your library's type. Estimate the number of persons who may access the digitized items or benefit directly from having the items digitized. Enter the Web URL for your library, if applicable.

Enter the name and address of the fiscal agency. *Fiscal agency* is the organization that receives state aid for the library and the organization to which LSTA project reimbursement checks would be sent. In some cases, the fiscal agency may be a parent organization (e.g., township, county or school district). The *fiscal agent* is the individual employed by the fiscal agency who has access to financial records of the agency. Enter the name and address of the *grant administrator*. This is the person responsible for directly overseeing the project. The grant administrator is an employee of the library. Enter the name and address of the *authorized official*. This is the person authorized to enter into contracts for the library.

B. Project Proposal Summary: Briefly summarize the project and narrative.

C. Certification: Carefully read the statement concerning copyright. The authorized official must sign and date the certification.

D. Project Narrative: The project narrative shall not exceed 4 pages in total. In some cases, the narrative may consist of fewer pages. Answer questions as completely as you are able. Refer to instructions in the grant application.

E. Project Budget:

1. Complete the detailed budget. Grant funds equal \$1,500.00. Please refer to footnotes on Budget Form for further description of categories. To ensure reimbursement, items must be presented in the budget.

2. Within the Budget Narrative, describe all of the components included in the budget. Include a description of proposed in-kind matches. If the library is making any direct cash contributions to the project, explain in the narrative and indicate the dollar amount.

F. Statement of Board Assurances: Complete this form to certify that the applicant has legal authority to apply for federal funding, that the applicant will comply with federal regulations and LSTA Grant Guidelines, that the LSTA funds will be used to supplement and not supplant local funding, and that all information presented in the application is truthful.

VI. APPLICATION REVIEW AND AWARD PROCESS

A. Application Review

Abstracts from each proposal will be read and evaluated for overall impact by the LSTA Advisory Council. Each grant application also will be reviewed in its entirety by a peer review team selected by the State Librarian. The peer review teams and Advisory Council will use their respective *Grant Review Score Sheets* to evaluate each grant proposal (*Appendix C*). The State Librarian will make all final decisions on grant awards.

B. Award Process

Award Letter: The State Librarian will send a letter to announce the award of a LSTA grant. This announcement will contain a contingency that awards are not certain until after the approval of the federal budget. Project spending must not occur until after contract execution.

Legislators: Legislators will be notified in writing of grant awards to libraries located in their districts.

Grant Administration Workshops: Within the funding areas of *Collaboration and Partnership* and *ATLAS Preparedness*, each grant recipient **will be required** to attend a grant administration workshop. Recipients of *Incentive Mini-Grants for Digitization* will have the option of attending a grant administration workshop. The workshop is designed to provide project management information to administer a LSTA grant effectively. The grant administrator must attend the workshop to maintain grant eligibility. Library directors, fiscal agents or others involved in the project also are welcome to attend. Attendees will be offered reimbursement for their travel costs associated with workshop attendance.

Handbook: An LSTA Grant Administrative Handbook will be distributed to each grant recipient at the Grant Administration Workshops. The Handbook will provide important information and guidelines for a successful grant program, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention.

Grant Contract: The Library of Michigan will prepare and execute a contract with each grantee and fiscal agency. The grant contract will identify the award period in which all expenditures and obligations must be incurred. Expenditures or contractual obligations incurred outside of the award period will **not be** eligible for reimbursement under the LSTA program.

**Library of Michigan
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Appendices**

APPENDIX A

Contact Information: Mailing, Phone Information, and LSTA Listserv

All documents and certificates should be mailed to:

Library of Michigan
Attention: LSTA Team
702 W. Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507

Jolee Hamlin, LSTA Specialist	517-241-0021	jhamlin@michigan.gov
Cindy Johnson, LSTA Accountant	517-241-2949	cjohnson@michigan.gov
Janet Lavery, Director of Business Services	517-373-1550	jlavery@michigan.gov
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Beth Wetzel, LSTA Accounting Technician	517-373-4791	bwetzel@michigan.gov

These individuals may also be reached by fax at: 517-373-5815

LSTA Listserv

The Library of Michigan hosts an LSTA listserv. Individuals may subscribe to the listserv by visiting <http://lists.libraryofmichigan.org/mailman/listinfo/lsta>. The LSTA list provides an online forum for the discussion of issues related to the implementation of the Library Services and Technology Act, including questions from applicants about the competitive grant program, and comments on the Five-Year Plan for Michigan. In addition to the discussion generated by its subscribers, this list will include funding announcements and other postings by the Library of Michigan staff for the purpose of clarifying the grant program. The list's intended use is for the Michigan library community.

APPENDIX B

Glossary

ATLAS-compliant ILS: An integrated library system that functions with the following standards and protocols:

- ◆ The ANSI/NISO Z39.50 standard for information retrieval, with demonstrated vendor commitment to compliance with the Bath profile;
- ◆ The ISO ILL standards 10160/10161 for interlibrary loan functions; and
- ◆ The NISO Circulation Interchange Protocol (NCIP).

Authorized Official: The person authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Bath Profile: A subset of Z39.50 specifications that facilitates global resource sharing through applied standards in library applications. See <http://www.nlc-bnc.ca/bath/bath-e.htm>.

Board Chairperson or Administrative Official: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the Administrative Official is the highest level official who can authorize the library's participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Collaboration: Partnering with other libraries, community organizations or other relevant agencies on the proposed project. All partners work together, expend effort and make contributions toward the success of the project. Letters of support are not considered collaborative effort unless the authors of the letters are actively involved in the planning, funding, and/or implementation of project activities.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, which is issued by the State of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agency's Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project.

Goals: What the project hopes to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project application, reimbursement request forms, and the final narrative report at the project's completion. The grant administrator may be the library director or any other staff member assigned to undertake the

responsibilities of implementing the project. The grant administrator and fiscal agent may be the same individual.

Grant Contract: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the contract. The grant administrator, the fiscal agent, and the State Librarian (who is the state administrator of LSTA programs), must sign the grant contract.

Grant Period: The period specified in the contract document.

In-kind: Contributions, usually of goods or services, made by the applicant library to the project.

Integrated Library System (ILS): A library automation system that includes various modules, at minimum a circulation system and a bibliographic database with an online public access catalog (OPAC). The modules are integrated together so that data flows between them without re-keying.

Intermediate School District (ISD): ISDs are responsible for assuring lifelong learning, programs and services. An ISD supports students and constituents in the service area by providing services that range from administrative functions to extensive partnerships for education and learning. ISDs interact and cooperate with other ISDs, the Michigan Department of Education, local school districts, institutes of higher education, and other public and private sector agencies and organizations to assure programs and services are delivered effectively and efficiently.

ISO ILL: A series of interlibrary loan standards that have been approved by the International Organization for Standardization. See: <http://www.nlc-bnc.ca/iso/ill/standard.htm>.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid payments. Membership in a cooperative is voluntary, and must be done through resolutions by the governing boards of the public library and the cooperative. Each cooperative files its Plan of Service and bylaws with the Library of Michigan for review and approval. Cooperatives may provide a variety of services to meet the needs of member libraries. Core services vary, but frequently they include interlibrary loan and continuing education. Some cooperatives have established an associate member category to provide affiliation and participation by non-public libraries that do not receive state aid. (A list of cooperative offices and a map of their service areas are provided in *Appendix D*.)

Multitype Cooperation: Networking and collaborative partnerships among all types of libraries with local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

NCIP: NISO Circulation Interchange Protocol. This standard defines protocol for various transactions

that are needed to support circulation activities among independent library systems. See http://www.niso.org/committees/committee_at.html.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals are.

Outcome Based Evaluation: This evaluation method looks at the impact a project has in creating changes in skill, knowledge, attitude, behavior, and life status for program participants. Outcome evaluation, literally the measurement of results, identifies observations that would persuasively demonstrate change or improvement. Information systematically is gathered about indicators, and this information shows the extent to which a program achieved its goals. See http://www.ims.gov/grants/current/crnt_obe.htm for examples and further clarification.

Region of Cooperation (ROC): A multitype organization of libraries based on one or more of the public library cooperatives. These regions were formed in 1980 to provide a structure for all libraries to cooperate in sharing resources.

Regional Educational Media Center (REMC): REMCs are operated by intermediate school districts and approved by the State Board of Education. They provide services to local school districts. The services may include a materials-lending library that contains films, slides, filmstrips, disc recordings, or other types of remedial and enrichment programmed instructional materials; duplication services to reproduce transparencies, slides, filmstrips, audio and videotapes; professional and leadership training services; central purchasing of materials that will be coordinated with the curriculum; central purchasing of equipment related to media center activities and used in the local school; or graphics staff to produce transparency masters and charts and to render other production services to teachers.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Shared ILS: An integrated library system that is functional for more than one political entity (i.e. more than one library, library system, school district, etc.), and preferably for many libraries joining together. (Statewide resource sharing is facilitated when the number of “targets”, or integrated library systems, is kept to a minimum).

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be to reduce staff time spent on mailing weekly overdue notices by 40 percent. Another example may be to increase circulation by 15 percent within the next year.

Z39.50: An information retrieval standard. See <http://www.cni.org/pub/NISO/docs/Z39.50-brochure/50.brochure.part01.html>.

APPENDIX C

Grant Proposal Review Score Sheets

LSTA Advisory Council Score Sheet: (LSTA advisory council will review only the grant abstract)

1. Is the target population's need for this project:
- 1 point _____ well described?
- 2 points _____ compelling?
- 3 points _____
2. Are the project goals and activities well described and sound?
- 4 points _____
3. Would giving this project seed money be a good use of LSTA funds?

Peer Review Team Score Sheet:

1. **Relationship to Federal and Michigan LSTA Goals** (4 points total)
- 4 points _____ Does the project meet the goals of LSTA and the LSTA Five-Year Plan for Michigan?
2. **Need** (10 points total)
- 2 points _____ Is the target population's need for the project well described?
- 4 points _____ Is the target population's need for the project compelling?
- 2 points _____ Is the project need supported with statistical and demographic information?
- 1 point _____ Is the current service level described clearly?
- 1 point _____ Is the impact of the project **not** being funded clear?
3. **Goals and objectives** (6 points total)
- 3 points _____ Are project goals and objectives clearly defined?
- 3 points _____ Do project goals and objectives clearly relate to the identified needs?
4. **Resource Sharing** (4 points total)
- 3 points _____ Does the proposal embrace resource sharing and cooperation with other libraries and/or community agencies?
- 1 point _____ Is an established history of resource sharing indicated?
5. **Local Resources** (3 points total)
- 3 points _____ Does the proposal name and explain local resources that will be used to assist with the project (for example, funding, outreach, technical support, or cash matches)?
6. **Sustainability** (4 points total)
- 2 points _____ Does the proposal describe a realistic and clear plan to continue the project beyond the grant period?

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2 points _____ Are there clearly described plans for using the project evaluation in support of future funding?

7. **Promotion and Outreach** (3 points total)

3 points _____ Does the proposal provide a good plan to make the target population aware of the improved library service?

8. **Budget** (6 points total)

3 points _____ Does the budget provide support for each project objective?

3 points _____ Is the budget adequate and reasonable to support the project?

9. **Timeline** (2 points total)

1 point _____ Does the timeline include all necessary elements of the project?

1 point _____ Are the dates appropriate in relation to the overall project timeline?

10. **Evaluation** (6 points total)

1 point _____ Does the evaluation plan describe how data will be collected?

1 point _____ Are target benchmarks identified?

1 point _____ Are the target benchmarks valid and reasonable indicators of success?

1 point _____ Is there a clear plan to share and use the evaluation results?

2 points _____ Are the evaluation methods appropriate to the project?

11. **Project Partners/Collaboration** (2 points total)

2 points _____ Does the proposal clearly articulate the involvement of project partners?

APPENDIX D

Michigan Library Cooperatives

CAPITAL LIBRARY COOPERATIVE

4 Universal Way
Jackson, MI 49202-1476
Ann C. Holt, Director
email: aholt@clc.lib.mi.us
517-768-8173

DETROIT ASSOCIATED LIBRARIES

5201 Woodward Avenue
Detroit, MI 48202-4007
Nancy S. Skowronski, Acting Director
email: nskowro@detroit.lib.mi.us
313-833-1000

HLAWATHALAND LIBRARY COOPERATIVE

541 Library Drive
Sault Ste. Marie, MI 49783-2147
Janus Storey, Director
email: janus@uproc.lib.mi.us
906-632-4342

LAKELAND LIBRARY COOPERATIVE

4138 Three Mile Road N.W.
Grand Rapids, MI 49544-1134
Daniel Siebersma, Director
email: dan@llcoop.org
616-559-5253

MID-MICHIGAN LIBRARY LEAGUE

411 South Lake Street
PO Box 700
Cadillac, MI 49601-0700
Stephen Dix, Director
email: dixs@mmll.lib.mi.us
231-775-6541

MID-PENINSULA LIBRARY COOPERATIVE

1402 Carpenter Avenue, Ste. B
Iron Mountain, MI 49801
Barbara J. Brewer, Director
email: brewerb@mid-pen.lib.mi.us
906-774-3005

MIDEASTERN MICHIGAN LIBRARY COOPERATIVE

503 South Saginaw Street
Suite 839
Flint, MI 48502-1851
Roger Mendel, Director
email: rmendel@gfn.org
810-232-7119

NORTHLAND LIBRARY COOPERATIVE

316 East Chisholm Street
Alpena, MI 49707-2822
Bryon Sitler, Director
email: sitlerb@northland.lib.mi.us
989-356-1622

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE

305 Oak Street
Paw Paw, MI 49079-1364
Dr. Alida L. Geppert, Director
email: alida@smlc.lib.mi.us
616-657-4698

SUBURBAN LIBRARY COOPERATIVE

16480 Hall Road
Clinton Township, MI 48038-1132
Tammy Turgeon, Director
email: turgeont@libcoop.net
586-286-5750

SUPERIORLAND LIBRARY COOPERATIVE

1615 Presque Isle Avenue
Marquette, MI 49855-2811
Suzanne Dees, Director
email: sdees@uproc.lib.mi.us
906-228-7697

THE LIBRARY NETWORK

13331 Reeck Road
Southgate, MI 48195-3054
A. Michael Deller, Director
email: mdeller@tln.lib.mi.us
734-281-3830

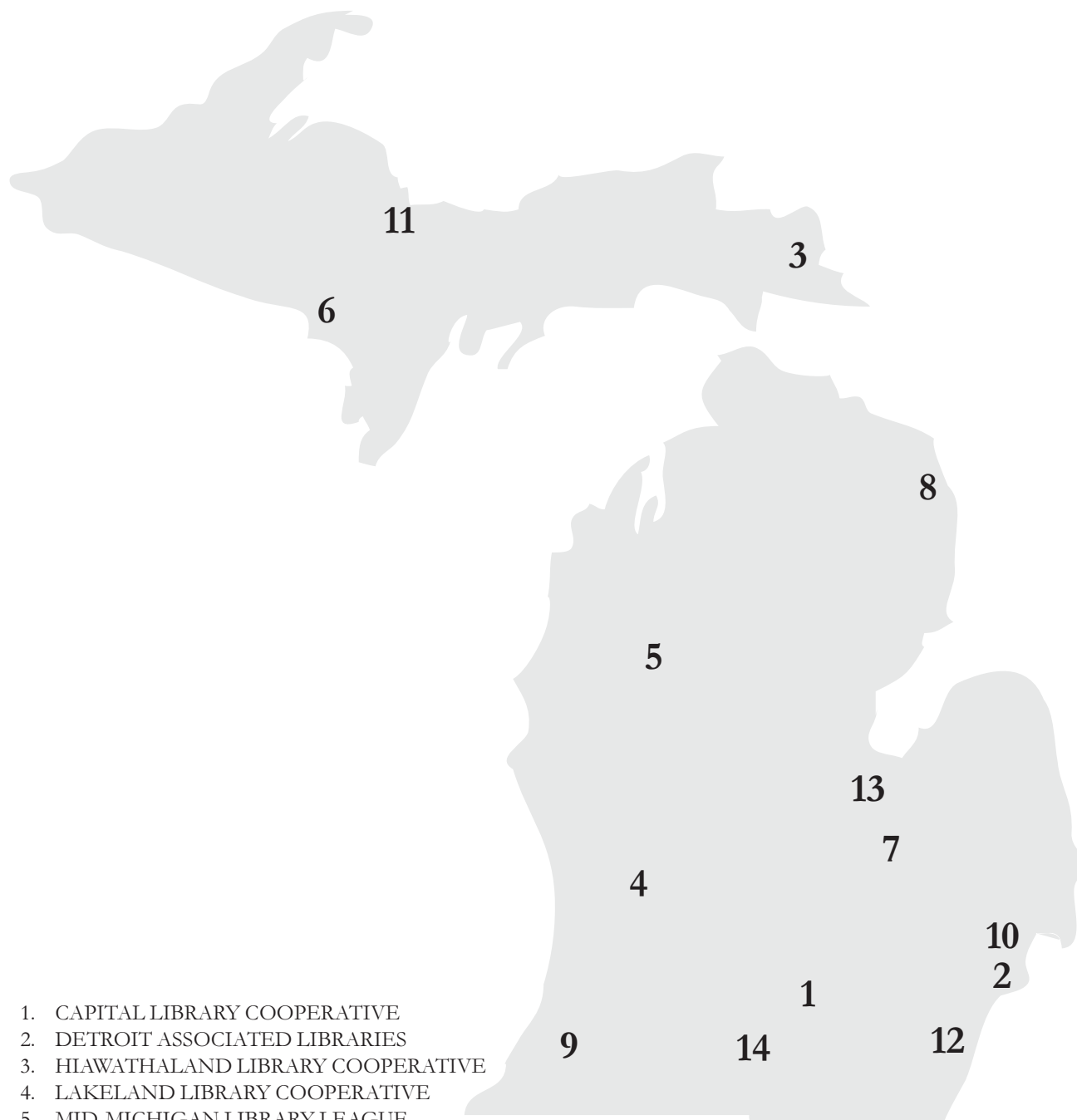
WHITE PINE LIBRARY COOPERATIVE

3210 Davenport Road
Saginaw, MI 48602
Dave Simmons, Director
email: dsimmons@wplc.org
989-793-7126

WOODLANDS LIBRARY COOPERATIVE

415 South Superior Street
Suite A
Albion, MI 49224-2135
James C. Seidl, Director
email: jseidl@monroe.lib.mi.us
517-629-9469

Michigan's Library Cooperatives



1. CAPITAL LIBRARY COOPERATIVE
2. DETROIT ASSOCIATED LIBRARIES
3. HIAWATHALAND LIBRARY COOPERATIVE
4. LAKELAND LIBRARY COOPERATIVE
5. MID-MICHIGAN LIBRARY LEAGUE
6. MID-PENINSULA LIBRARY COOPERATIVE
7. MIDEASTERN MICHIGAN LIBRARY COOPERATIVE
8. NORTHLAND LIBRARY COOPERATIVE
9. SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
10. SUBURBAN LIBRARY COOPERATIVE
11. SUPERIORLAND LIBRARY COOPERATIVE
12. THE LIBRARY NETWORK
13. WHITE PINE LIBRARY COOPERATIVE
14. WOODLANDS LIBRARY COOPERATIVE

APPENDIX E

Checklist for Grant Application

Before sending the application to the Library of Michigan, please review this checklist to ensure that you have a completed project.

- ☐ 1. Only one funding area is designated for a single project.
- ☐ 2. Requested amount is within the range for that funding area.
- ☐ 3. Proposal and attachments are legible.
- ☐ 4. Proposal is typed or computer generated. The typewriter font is ten or less characters per inch and the computer font size is at least twelve point.
- ☐ 5. Proposal is printed on one side of the paper.
- ☐ 6. One (1) original and six copies of the proposal are submitted.
- ☐ 7. All of the required elements are included and complete:
 - ☐ Identification
 - ☐ Project Administration
 - ☐ Abstract
 - ☐ Federal LSTA Principle Purpose
 - ☐ LSTA Goal for Michigan
 - ☐ Narrative
 - ☐ Relationship to Federal LSTA Goals
 - ☐ Relationship of project to the Five-Year Plan for Michigan
 - ☐ Project need
 - ☐ Multitype cooperation and resource sharing
 - ☐ Goals and objectives
 - ☐ Local resources
 - ☐ Continuation and sustainability
 - ☐ Awareness
 - ☐ Objectives, activities and budgets
 - ☐ Summary in-kind support
 - ☐ Summary budget
 - ☐ Timeline
 - ☐ Evaluation
 - ☐ Project partners
- ☐ 8. Proposal includes documentation for the needs that are reported.
- ☐ 9. Board resolution statement of assurances is included.
- ☐ 10. The Library of Michigan must receive your proposal **no later than** Jan. 31, 2003 by 5 PM.

APPENDIX F

Library Services and Technology Act of 1996 Excerpt (existing legislation)

SEC. 231. GRANTS TO STATES

IN GENERAL - Of the funds provided to a State library administrative agency under section 214, such agency shall expend, either directly or through subgrants of cooperative agreements, at least 96 percent of such funds for:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; or
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

Library Services and Technology Act Act 2002 Excerpt (proposed legislation)

SEC. 231. GRANTS TO STATES

IN GENERAL - Of the funds provided to a State library administrative agency under section 214, such agency shall expend, either directly or through subgrants of cooperative agreements, at least 96 percent of such funds for:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- providing electronic and other linkages among and between all types of libraries;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

APPENDIX G
Library Services and Technology Act
FY 2003 Grant Application

Library Services and Technology Act FY 2003 Grant Application

See page 13 of the FY 2003 LSTA Grant Program Handbook for Complete Instructions

A. Identification

Library of Michigan Use Only:

Application #: _____

Project #: _____

Award: _____

Funding Area: ☐ Collaboration and Partnership

☐ ATLAS Preparedness (choose one of the grant areas below)

☐ upgrade of shared integrated library system

☐ migration from non-compliant to compliant shared integrated library system

☐ new participation in shared integrated library system by non-automated library

☐ cooperatives assisting member libraries

(Incentive Mini-Grants for Digitization: see separate application)

Title: _____

LSTA Funds Requested: \$ _____ Cash Match (if applicable): \$ _____

(For Collaboration and Partnership 20% Cash Match is required)

Total Project Cost: \$ _____ (Must equal LSTA Funds Requested plus Cash Match)

Applicant Library Name: _____

Address: _____
Street/P.O. Box

City Zip Code County

URL (if available): _____

U.S. House of Representatives District: _____

MI Senate District: _____ MI House of Representatives District: _____

Type of Library: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Multitype ☐ Library Association

Eligibility Checklist: ☐ Have one or more paid staff

(Check all that apply) ☐ Have a regular schedule of library service

☐ Have a dedicated facility for library purposes

☐ Have an annual budget with funds reserved for library materials and services

☐ Have a record of multitype library cooperation

Estimated Number of Persons to be Served by the Project: _____



*The original and six copies of the application must be RECEIVED at the
Library of Michigan no later than 5:00 pm on January 31, 2003.
Library of Michigan, Attn: LSTA Team, PO Box 30007, Lansing, MI 48909-7507*

B. Project Administration

Applicant Library Name: _____

Fiscal Agency: _____ Fiscal Agency's Year End: _____

Fiscal Agent: _____
Name Title

Telephone Fax Email

Grant Administrator: _____
Name Title

Telephone Fax Email

Authorized Official: _____
Name Title

Telephone Fax Email

C. Abstract

Use only space provided

Target Population's Need for Project:

Project Goal(s):

Project Description and Activities:

Applicant Library Name: _____

D. Federal LSTA Principle Purpose

Check **one** purpose that applies most closely to the project:

- ☐ Library technology, connectivity and related services
- ☐ Services for lifelong learning and access to information
- ☐ Services to persons having difficulty using libraries

E. LSTA Goals for Michigan

Check **one** goal that the project most closely works to achieve:

- ☐ Goal 1: Provide all Michigan residents statewide access to the widest possible range of information, library resources and services to advance and enhance their lives as workers, students, citizens, family members, and lifelong learners.
- ☐ Goal 2: Increase equity of information access and library service by providing special assistance to areas of the state where library services are inadequate (underserved rural and urban communities), and to libraries that are working to provide service to persons having difficulty using a library.
- ☐ Goal 3: Foster innovation and technical improvements in information services by funding leading edge projects in libraries that meet and anticipate constantly changing needs for library services and information needs of Michigan's residents.

F. Narrative

Must include all of the following:

1. **Relationship to Federal LSTA Goals** - Describe how the project meets the goals of the Library Services and Technology Act (see Appendix F of handbook).
2. **Relationship to Michigan's Five-Year State Plan** - Describe the relationship of the project to the Library of Michigan LSTA Five-Year Plan for Michigan. Describe how the project will contribute toward Michigan's progress in achieving the stated goal(s).
3. **Project need** - Describe how the need for this project was determined. Describe the current level of service provided to the target population. If the project is technology related, include a description of the current technology, technology needs and longer term technology plan. Provide statistical data and demographic information. Cite sources of all data used.
4. **Multitype cooperation and resource sharing** - Describe the established history of resource sharing and cooperation with other libraries and/or community agencies. Describe the collaborative activities of the proposed project and the contributions of each project partner.
5. **Goals and objectives** - Describe the goal(s) and objective(s) of the project and clearly relate them to the identified needs.
6. **Local resources** - Explain the local resources that will be used to assist with the project, such as funding, outreach, or technical support.
7. **Continuation and sustainability** - Describe the plans to continue the project beyond the Grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.
8. **Awareness** - Describe how the target population will be made aware of the improved library service.

Applicant Library Name: _____

F. Narrative

Reproduce as necessary

Library of Michigan FY 2003 LSTA Grant Application

Applicant Library Name: _____

G. Project Objective:

Reproduce as necessary

Objective# ____ :

Project Activities:

Budget for this Objective:

Budget Category	Explanation	Total Cost
	Provide supporting calculations, e. g., 1,000 brochures @ .03	
		Total \$

Applicant Library Name: _____

H. Summary In-Kind Support (Narrative and Budget):

Reproduce as necessary

Describe Activity:

Budget:

Budget Category

Monetary Equivalent

Describe Activity:

Budget:

Budget Category

Monetary Equivalent

Library of Michigan FY 2003 LSTA Grant Application

Applicant Library Name: _____

I. Summary Budget for the LSTA Project

Budget Categories:	LSTA Funds:	Local Cash Match:	Total Project Cost:
A. Communications	_____	_____	_____
B. Library Materials and Supplies	_____	_____	_____
C. Professional Services and Costs	_____	_____	_____
D. Promotion and Outreach	_____	_____	_____
E. Technology	_____	_____	_____
F. Training	_____	_____	_____
G. Miscellaneous	_____	_____	_____
TOTAL	_____	_____	_____

Applicant Library Name: _____

J. Timeline

Reproduce as necessary

Include a step-by-step chronological list of all project activities, including steps in the evaluation process.

Applicant Library Name: _____

K. Evaluation Plan

Reproduce as necessary

Must include:

- (1) a description of what is to be measured;
- (2) data collection methodology;
- (3) target benchmarks used to determine success (quantifiable ways of measuring the impact of project objectives); and
- (4) a plan to share evaluation results.

Applicant page ____ of ____ pages.

M. Board Resolution Statement of Assurances

This is to certify that the _____

(Legal Entity)

Governing Board passed a resolution at its meeting of _____ for _____
 to become an applicant and participant in the Library Services and Technology Act (LSTA) contract/grants program administered
 by the Library of Michigan.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401

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- et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
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 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, the Single Audit Act Amendments of 1996, and OMB Circular A-133.
 18. As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-A. The applicant certified that it and its principals;
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; andB. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 19. As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 - (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
 20. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
 21. Will comply with the Americans with Disabilities Act, P.L. 101-336, which prohibits discrimination on the basis of disability.
 22. Will comply with all regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Institute of Museum and Library Services.
 23. Will comply with all LSTA guidelines and regulations, and will ensure that LSTA funds will be used to supplement and not supplant local funds expended for library service purposes.
 24. Declares that all information presented in this LSTA grant application is truthful to the best of the knowledge of the undersigned. Proposals of applicants who knowingly present untruthful information will be rendered ineligible for funding.

Library of Michigan FY 2003 LSTA Grant Application

The Applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. **(All *four* signatures must be provided and dated.)**

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency.

Board Chairperson Name (Type)

Signature

Date

Authorized Official (Type)

Signature

Date

Grant Administrator Name (Type)

Signature

Date

Fiscal Agent Name (Type)

Signature

Date

APPENDIX H
Library Services and Technology Act
FY 2003 Mini-Grant Application
The Making of Modern Michigan Digitization Project



Library Services and Technology Act
FY 2003 Mini-Grant Application
The Making of Modern Michigan Digitization Project

Grant Amount: \$1,500.00

Library of Michigan Use Only:

Application #: _____

Project #: _____

Due Date: Six copies of the application must be **RECEIVED** at the Library of Michigan no later than 5:00 pm on January 31, 2003. Library of Michigan, Attn: LSTA Team, PO Box 30007, Lansing, MI 48909-7507

A. Project Administration

Applicant Library Name: _____

Address: _____
Street/P.O. Box

City Zip Code County

Type of Library: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Multitype ☐ Library Association

Estimated Number of Persons to be Served by the Project: _____

URL (if available): _____

Fiscal Agency: _____ Fiscal Agency's Year End: _____

Fiscal Agent: _____
Name Title

Telephone Fax Email

Grant Administrator: _____
Name Title

Telephone Fax Email

Authorized Official: _____
Name Title

Telephone Fax Email

B. Project Proposal Summary

Use only space provided below.

C. Certification

COPYRIGHT: By signing below, the project participant assumes all responsibility and liability relating to copyright and intellectual property infringement, and shall indemnify and hold harmless the Library of Michigan, the State of Michigan and its agents, administrators of the Making of Modern Michigan (Michigan State University), and the Institute of Museum and Library Services of any and all liabilities related to the creation and distribution of these digital objects. Project participants are solely responsible for any claims of copyright infringement.

Signature and Title

Date

Name and Title (Type)

D. Narrative

Do not exceed 4 pages total for narrative.

1. Description:

A. Describe the collection(s) to be digitized, format of the materials, and number of items to be digitized. Discuss why these resources are being selected for digitization. Indicate how the materials relate to "the Making of Modern Michigan," a project to digitize materials pertaining to 19th and 20th century Michigan history (<http://mmm.lib.msu.edu>).

B. Who are the current users of the physical collection? What impact will digitizing these materials have on your users? Who is the audience for this project?

2. Ownership:

How did you obtain this collection? Does your purchase or donor agreement include the right to digital distribution? Are there any limitations on use of these resources in digital format? Do you have contact information for rights holders so that appropriate permissions may be sought? (Please note: Administrators of the Making of Modern Michigan offer project participants assistance in seeking copyright permission, but cannot guarantee that permission will be granted).

3. Collaboration:

Are you partnering with other libraries or community agencies? Describe the collaborative activities of this project and the contributions that each partner will make.

4. Standards Information:

As part of the project, you will be trained on standards relating to scanning and cataloging of digital materials. If you currently have a plan for cataloging and incorporating the use of standards, please describe. In addition, describe how users currently access the materials that you propose to digitize.

5. Project Sustainability:

What local support is being offered to the project? Describe your plans for sustaining the project and digital objects, including any quality control plans.

6. Action Plan & Timeline:

Briefly describe what you plan to do, and in what timeframe, for this project. Please note: the expenditure deadline for this project is June 30, 2004.

7. Project Promotion & Evaluation:

Describe how you will promote your project to your community, including newspaper articles, community programs, brochures, etc. Similarly, describe how you will measure the success of your project.

8. Budget:

Complete the budget form. Please explain various components of the budget under "Budget Narrative."

E. Budget

1. Category:

Personnel

Training (1) _____

Travel (2) _____

Technology

Digitization Equipment _____

Software _____

Technology, other (3) _____

TOTAL _____

1. Libraries may be reimbursed at a rate of \$200 per day for staff time spent in training at regional digitization centers. When calculating training time, do so based on increments of full or half days. In other words, if staff spends 1.5 days on training, calculate $1.5 \times 200 = \$300$.

2. Travel, meals and lodging are covered in this budget category when they are in direct relation to training activities. A breakdown of travel costs should be noted in the budget narrative section provided below.

3. In this budget category, include costs associated with the electronic hosting of digitized materials.

2. Budget Narrative:

Describe the components of the budget. Indicate here if you have in-kind support or local cash contributions to the project. *Please limit your narrative to the space provided on this page.*

F. Board Resolution Statement of Assurances

This is to certify that the _____
(Legal Entity)

Governing Board passed a resolution at its meeting of _____ for _____
(Date) (Name of library applicant)
to become an applicant and participant in the Library Services and Technology Act (LSTA) contract/grants program administered by the Library of Michigan.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401

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- et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
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Board Chairperson Name (Type)	Signature	Date

_____	_____	_____
Authorized Official (Type)	Signature	Date

_____	_____	_____
Grant Administrator Name (Type)	Signature	Date

_____	_____	_____
Fiscal Agent Name (Type)	Signature	Date